

Brownfields Cooperative Agreement (CA) Closeout Requirements for Assessment and Cleanup Grants

Required to be Completed within 90 days after the CA Project End Date

Contact your EPA PO for any questions on these requirements.

- ☐ 1. **Submit Final copies of all deliverables** under the grant to the EPA Project Officer (PO). This includes all Phase I & II reports, ABCA's or other documents prepared for the grantee. All Phase I Reports must have the All Appropriate Inquiry (AAI) checklist, signed by both the Environmental Professional and the grantee. The checklist should be available with the report, but if not, then a copy should be with the Final Technical Report.
- ☐ 2. **Complete the reimbursement or payout of all expenses** incurred under the grant and complete the drawdown of all such expended funds or refund any balance of unobligated (unencumbered) cash advanced.
- ☐ 3. **Submit the final Federal Financial Report (FFR) SF-425** Please email your Federal Financial Report to RTPFC-Grants@epa.gov. This form can be found at <https://www.epa.gov/grants/epa-grantee-forms>.
- ☐ 4. **Submit Final Technical Report** to the EPA PO – pursuant to the Terms & Conditions of the grant. The report shall include the following:
 - 1) a summary of the project activities and accomplishments (outcomes and outputs) over the entire project period,
 - 2) a comparison of actual accomplishments with the anticipated outputs/outcomes specified in the workplan;
 - 3) reasons why anticipated outputs/outcomes were not met;
 - 4) a list of all outreach material and any other deliverables;
 - 5) site photographs and videos in electronic high resolution if possible;
 - 6) a summary of leveraged resources,
 - 7) identification of lessons learned, and
 - 8) other pertinent information, including, when appropriate, analysis and explanation of cost overruns or high unit costs.
- ☐ 5. **Submit the three (3) final Minority Business Enterprise/Women Business Enterprise (MBE/WBE) forms** to the EPA R4 Grants Management Office email address: R4epagrantsmbewbereporting@epa.gov. One MBE/WBE form is required to be completed each year of the three-year grant period; **all three MBE/WBE forms must be submitted for closeout**. This form can be found at <https://www.epa.gov/grants/epa-grantee-forms>. The MBE/WBE forms can also be sent to RTPFC-Grants@epa.gov.
- ☐ 6. **Complete reporting all accomplishments and leveraging in the Assessment, Cleanup, and Redevelopment Exchange System (ACRES)**. Be sure to indicate whether a cleanup and/or institutional controls are needed and/or already in place – to the extent known for each property.
- ☐ 7. **For Cleanup Grants ONLY – Submit Cleanup Completion Report** to the EPA PO pursuant to the Cleanup Completion Checklist and the appropriate state requirements.